

**Appointments to the Consultative Council on Hepatitis C**

**Closing Date: 15:00 on 7<sup>th</sup> September 2018**

**State Boards Division  
Public Appointments Service  
Chapter House, 26 – 30 Abbey Street Upper, Dublin 1**

**Telephone Number: 353 1 858 7441**

**Email: [info@stateboards.ie](mailto:info@stateboards.ie)**

stateboards.ie operates under the auspices of the Public Appointments Service and is committed to a policy of equal opportunity.

The Public Appointments Service (PAS), established under statute in 2004, provides an independent shared service in recruitment, assessment and selection to organisations across the Civil and Public Services. On 30 September 2014, the Government decided that the PAS should also be given responsibility for putting in place an open, accessible, rigorous and transparent system to support Ministers in making appointments to State Boards. Our dedicated website, [www.stateboards.ie](http://www.stateboards.ie), is the channel through which the PAS advertises vacancies on State Boards. It is also the means through which accomplished, experienced and qualified people, including people who might not previously have been identified as available for appointment, can then apply to be considered for particular vacancies.

## Membership of State Boards

High standards of corporate governance in all State Agencies, whether in the commercial or non-commercial sphere, are critical to ensuring a positive contribution to the State's overall social and economic development.

Members of State Boards are appointed to act on behalf of the citizen to oversee the running of the affairs of state bodies. State bodies must serve the interests of the taxpayer, pursue value for money in their endeavours (including managing risk appropriately), and act transparently as public entities. Members of State Boards, and the relevant management team, are accountable for the proper management of the organisation.

Board members should act on a fully informed basis, in good faith, with due diligence and care, and in the best interest of the State body, subject to the objectives set by Government. In that regard and in accordance with 13.2 of the Guidelines on Appointments to State Boards, "it is advisable that no member of a State Board should serve more than two full terms of appointment or should hold appointments to more than two State Boards."

The [Code of Practice for the Governance of State Bodies 2016](#) (the Code) provides a framework for the application of best practice in corporate governance by both commercial and non-commercial State bodies.

In order to be an effective contributor on a State Board it is recommended that members should:

- bring independent and objective scrutiny to the oversight of the organisation;
- be prepared to be challenging when necessary while being supportive to the delivery of organisational strategy and objectives;
- be equipped to offer considered advice on the basis of sound judgement and experience;
- be prepared to make a time commitment to their work commensurate with their role.

## Appointments to the Consultative Council on Hepatitis C

<b>Location:</b>	Dublin.
<b>Number of Vacancies:</b>	2
<b>Remuneration:</b>	No Remuneration. Travel & subsistence is payable at appropriate Civil Service rates.
<b>Time Requirements:</b>	5 half day meetings per annum, plus one information day. Preparation time varies depending on the agenda.

### 1. Background

The Consultative Council on Hepatitis C was established in 1996 by means of the Consultative Council on Hepatitis C (Establishment) Order 1996 (S.I. No 339 of 1996) with the following terms of reference:

To advise and make recommendations to the Minister for Health on all aspects of Hepatitis C, on its own initiative or at the request of the Minister, and in particular on:

- the health and counselling services for persons with Hepatitis C, including the funding of such services as set out in the Book of Estimates each year to ensure that such funding is sufficient to provide the range of services set out in the Health Care Services Document published by the Minister in December, 1995;
- the organisation, delivery and confidentiality of services for persons with Hepatitis C;
- the changing needs of persons infected with Hepatitis C in order to ensure that the health services respond effectively to such changing needs;
- developments arising from research into Hepatitis C under the aegis of the Health Research Board;
- the publication of information on Hepatitis C.

SI No 339 of 1996 stated that two positions on the board of the Consultative Council were to be filled by members of Positive Action, a support group for women who were infected with Hepatitis C through the administration of contaminated Anti D Human Immunoglobulin. Following the disbandment of Positive Action in April 2014 the two nominees of Positive Action who were appointed to the Consultative Council were asked to resign in line with section 10 of the SI on the 27<sup>th</sup> May 2014.

The Consultative Council on Hepatitis C (Membership) Order 2017 (SI 510 of 2017) was commenced on 15<sup>th</sup> November 2017. This order provides that two members

*“shall be appointed as representatives of those who contracted Hepatitis C through the administration of Anti-D Immunoglobulin in the State.”*

### 2. Functions of the Board

The Council comprises 8 members and is a forum through which the support groups for people with Hepatitis C and a representative from the HSE advise the Minister in relation to the provision of services. One of the main functions of the Council is the dissemination of

information regarding entitlements of persons infected with Hepatitis C to certain health services.

Current membership of the Council:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Mr Brian O'Mahony	31/07/13	21/12/2016	20/12/2019	Ordinary Member	Nominated by Irish Haemophilia Society and appointed by Minister for Health
Mr Enda Hannon	17/02/2017		16/02/2020	Ordinary Member	Nominated by Transfusion Positive. Appointed by Minister for Health
Mr Mike Kelly	31/07/13	21/12/2016	20/12/2019	Ordinary Member	Nominated by Irish Kidney Association and appointed by Minister for Health
Ms Deborah Greene	21/12/2016		20/12/2019	Ordinary Member	Nominated by Irish Haemophilia Society and appointed by Minister for Health
Ms Ger Kane	13/10/15	21/12/2016	20/12/2019	Chairperson	Nominated and appointed by the Minister for Health
Ms Laura O'Brien	17/02/2017		16/02/2020	Ordinary Member	Nominated by Transfusion Positive. Appointed by Minister for Health

### 3. Person Specification

The Minister for Health invites applications from suitably qualified and experienced persons for appointment as members of the Consultative Council on Hepatitis C.

Candidate's attention is drawn to the provisions of the Code in relation to the role of a Board member, where the principle states: -

- Each State body should be headed by an effective Board which is collectively responsible for the long-term sustainability of the body.
- Non-executive Board members should bring an independent judgement to bear on issues of strategy, performance resources, key appointments and standard of conduct.

Details on the role of Board Members can be found in Section 3 of the Code which can be found [here](#).

Candidates must demonstrate in their application, evidence of significant experience in **at least one** of the following areas:

- Sectoral knowledge/experience of the services and supports provided to persons with Hepatitis C particularly with regard to those who contracted Hepatitis C through the administration of Anti-D Immunoglobulin in the State.
- A history of providing support and Community Engagement/activism on behalf of women who contracted Hepatitis C through the administration of Anti-D Immunoglobulin in the State.

The following skills are desirable:

- Corporate governance experience (including any previous board expertise).
- Demonstrable leadership experience in an area of relevance to the Council.
- A demonstrable understanding of the environment in which the Council operates, and its relationships with key stakeholders.

Details on the role of Board Members can be found in Section 3 of the Code which can be found [here](#).

The Minister shall have regard to the desirability for gender balance on the Board as the Minister considers appropriate and determines from time to time when making appointments.

#### **4. Term of Appointment**

Appointments to the Council will be for an initial period of 3 years with an option to re-appoint the member for a second term of 3 years, subject to:

- The membership of any member of the Council may be terminated by the Minister at any time, on the basis of reasons to be stated by the Minister.
- A member of the Council may resign his or her membership of the Board by notice in writing sent or given to the Minister, and the resignation shall take effect on the day on which the Minister receives the notice.
- Members of the Council shall, subject to the provisions of this Schedule, hold office upon such terms and conditions as the Minister may, with the consent of the Minister for Public Expenditure and Reform, from time to time determine.
- The roles and responsibilities of Council Members are described in the Revised Code of Practice for the Governance of State Bodies 2016 which is available on the website of the Department of Finance [Code of Practice for the Governance of State Bodies](#).
- A Council member shall cease to be a member of the Council if he or she is nominated as a member of Seanad Éireann, is elected as a member of either House of the Oireachtas or as a representative in the European Parliament, elected to the European Parliament, or becomes a member of a local authority.

## 5. Submitting your Application

Before submitting your expression of interest, please review the self-assessment questionnaire which can be found [here](#). This questionnaire is designed to help you in considering whether to submit an expression of interest - you are not required to submit the questionnaire as part of the application process.

Having considered the general suitability criteria for membership of a State Board, you should consider carefully how your background and experience fits with the specific appointment criteria set out in the Person Specification section in this booklet.

**Please give careful consideration to the possibility of any potential conflict of interest that may exist and address this in your cover letter. The Assessment Panel may decide, based on the perceived level of conflict, not to forward your name for consideration.**

Your submission should be made via the following link [www.stateboards.ie](http://www.stateboards.ie) together with your **Curriculum Vitae** and a **cover letter** (see Appendix 1 of this booklet for help with the online process).

### IMPORTANT NOTE

Please take care when submitting your expression of interest. As the Assessment Panel will generally make its recommendation(s) based on consideration of the documentation which you submit, it is most important that you do the following:

1. *Ensure your Cover Letter (and supporting CV) clearly specifies how your particular background and experience meets the requirements of the Authority position(s) specified in this booklet, and*
2. *That you fully answer any supplementary questions which are presented to you as part of our online application process.*

This will help ensure that the Assessment Panel is as informed as possible as to the basis for your candidature and why you believe you are a person who could potentially be appointed to this State Board. **Please only include information that is directly relevant to the particular role for which you are applying.**

If you have any questions regarding the application process please email [info@stateboards.ie](mailto:info@stateboards.ie).

## 6. Assessment Process

An Assessment Panel (the “Panel”) will be convened by PAS to consider and assess the applications received by PAS. The Panel will:

- review and discuss the expressions of interest received against the specific appointment criteria for the role, as advertised in this Information Booklet;
- assess potential candidates further once they meet the specified appointment criteria by undertaking any or all of the following steps:
  - Consideration of the written applications; and/or
  - Meeting<sup>1</sup>/conference call; and/or
  - Referee checks; and/or
  - Any other selection or verification method deemed appropriate (this may include PAS requiring statutory declarations from shortlisted applicants as to the bona fides of the qualifications and experience contained in their applications).
- arrive at a shortlist of suitable candidates to be sent forward for consideration by the Minister.

Please note that the Public Appointments Service will not be responsible for any expenses incurred by candidates as part of our selection process.

## 7. Confidentiality

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

## 8. Data Protection

The Data Protection Bill provides that the processing of personal data shall be lawful where such processing is necessary for the performance of a statutory function of a controller. PAS is mandated by statute under the Public Service Management (Recruitment and Appointments) Act, 2004 to act as the centralised assessment and selection body for the civil service and to carry out all the procedures necessary to undertake the recruitment, assessment and selection of suitable candidates for appointment. By submitting your personal data (including your name, address, contact details and details of your education and work history contained in your curriculum vitae and cover letter) via publicjobs.ie, you acknowledge that such data may be used by the Public Appointments Service and disclosed to and used by client departments, in connection with its statutory roles to assist and advise relevant Ministers in relation to appointments to the boards of State bodies. The information contained in your publicjobs profile is yours to manage, amend, update or delete as appropriate. For more detailed information on our Data Protection Policy, please see our [Code of Practice for the Protection of Personal Data in the Public Appointments Service](#).

---

<sup>1</sup> The Public Appointments Service will not be responsible for refunding any expenses incurred by candidates.

If your application is assessed and you are considered to be suitable for appointment your c.v. and cover letter (and any additional supplementary information requested as part of the application process), will be forwarded to the State Board Liaison Officer in the relevant Department. Once it obtains your personal data, the Department will act as data controller of such data and will retain it for up to one year following the appointment/s. Unless you request the withdrawal of your application such data may be used in considering your suitability for other similar vacancies/roles that arise for a period of up to one year for this Board.



## APPENDIX 1

### Submitting your application:

In order to submit your application, you should take the following steps:

1. Go to [www.stateboards.ie](http://www.stateboards.ie).
2. On the bar at the top of the page click on "Available Appointments".
3. This brings you to a page with all our advertised vacancies. Select whichever position you would like to apply for (you are welcome to apply for more than one position if you wish).
4. On the relevant page please click on the "apply for position" button at the bottom of the page
5. This will bring you to a page on [www.publicjobs.ie](http://www.publicjobs.ie) and, if you already have a publicjobs.ie account, will prompt you for your username and password. If you do not have an account, you will be asked to create one.
6. Once you input your details you will be brought to a page where there is a prompt in the middle of the page which says "apply here". Click on the link to the online application form beside it.
7. A form will appear on your screen, some of the text boxes will be populated with information from your publicjobs.ie profile (Name, address etc.). You will need to complete the rest of the fields and enter your name and the date at the bottom of the form.
8. If there is a supplementary question, ensure that your response complies with the word limit and that it does not contain any special characters (i.e. %, & etc.) or you may receive an error message and will be unable to submit your application.
9. Click on "continue".
10. You will then be brought to a screen where you should upload your CV and Cover Letter. These are required documents and your application cannot be processed without them. Once you have selected these and uploaded them, please click on the "submit" button at the bottom of the page.
11. You will receive an e-mail confirmation (to the address listed in your publicjobs.ie profile) to confirm that your application has been submitted.

You must confirm that you do not have any conflicts of interest or legal impediment which would be likely to interfere with your ability to play a full part on the Board. You must also confirm that you can make yourself available to attend meetings and to carry out the duties of a Board member.